St James the Less RC Primary School
Unity Way, Rawtenstall, Lancashire BB4 8SU
Head: Mrs J Bell-Shaw Parish Priest: Father Stamp
office@st-jamesless.lancs.sch.uk TEL: 01706 216190
www.stjamesthelessschool.co.uk

St James the Less RC Primary School

Vacancy: Teaching Assistant 3

Start date: 4th January 2027
Salary Grade: 6 (point 11-19 pro rata - term time only plus 5 Inset Days)
Contract: Permanent
Hours: 8.30am - 3.30pm Monday – Friday (32.5 hours)

About the role
The Governors are looking to appoint a motivated, child-centred Level 3 Teaching Assistant to join our highly sought-after primary school. The role will initially be based in Year 6, although support may be required across all year groups, from EYFS to Year 6. This is a permanent position.

You would join a friendly team of dedicated staff who ensure our children 'grow as one to be their best' and are committed to excellent outcomes for our children. Our pupils live up to high expectations of behaviour and are polite and well-mannered.

We are looking to recruit a highly-motivated, reliable individual who is a positive role model and is adaptable to the needs of our school.

Successful Candidates must have/be:

- Recent and relevant TA experience working across Key Stages
- High expectations of children's achievement
- Sound knowledge of curriculum expectations and assessment
- The ability to be flexible, show initiative, be reliable and enthusiastic
- Good Numeracy and Literacy skills
- The ability to form good relationships with children and staff
- Excellent behaviour management skills
- A practising Catholic or supportive of the Catholic ethos of the school.

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We will offer you:

- A dedicated team of teachers and staff
- A supportive and effective Governing Body
- Positive, motivated, happy pupils, who enjoy learning and are very well behaved
- An excellent opportunity for a highly motivated professional with a clear vision for Catholic education
- Excellent relationships with our parents and community.

Essential Qualifications

- NVQ Level 3 qualification or equivalent
- GCSE English and Mathematics at grade C or above (or equivalent)

Other information
Please read the Role Profile for full details. Please note that we can only accept the CES Application forms to apply for this position (CES Support Staff Application)

Please send completed job application forms to office@st-jamesless.lancs.sch.uk

Please note CVs are not accepted, to apply for this vacancy you need to complete the CES Application form for Support Staff Application

Closing Date: Friday, 27th November 2026 @ 12 noon
Shortlisting Date: Monday, 30th November 2026
Interview Date: Wednesday, 2nd December 2026

Rehabilitation

Rehabilitation The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request. Lancashire County Council has a Handling of DBS Certificate Information Policy and a Policy Statement on the Recruitment of Ex-offenders this is available from the recruiting manager to applicants who are asked to complete a DBS application